

TRAINING COURSE CONTROL DOCUMENT

**Chief Petty Officer Leader Development Course
CPOLDC**

CIN: N/A

PREPARED FOR
Commanding Officer
Naval Leadership and Ethics Center
440 Meyerkord Ave
Newport, RI 02841

PREPARED BY
Curriculum Department
Naval Leadership and Ethics Center
440 Meyerkord Ave
Newport, RI 02841

JUN 2020

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Naval Leadership and Ethics Center
440 Meyerkord Ave
Newport, RI 02841

LETTER OF PROMULGATION

PLACE HOLDER FOR SIGNED LETTER FROM CO, NLEC

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EXECUTIVE SUMMARY

The Chief Petty Officer Leadership Course, generally referred to as the CPOLDC is a senior level, ten-day course that directly results from three strategic initiatives. First, the Chief of Naval Operations' (CNO) "*A Design for Maintaining Maritime Superiority*" aims to "Strengthen Our Navy Team for the Future." CNO's guidance aligns leadership development programs to Navy core values. CPOLDC curriculum focuses on leadership development on the basis of honor, courage and commitment.

Second, the *Navy Leader Development Framework, Version 3.0 (NLDF v. 3.0)* expands the CNO's *Design* through three lanes (competence, character and connections) and three training methods (schools, on-the-job training and self-guided learning). As a charter training program of the Navy Leadership and Ethics Center (NLEC), CPOLDC fits squarely in the character "lane" and the formal "school" method of instruction. NLEC's CPOLDC course of instruction is outlined in MILPERSMAN 1301-906.

Third, the Naval Leadership and Ethics Center's "*Structure and Processes: A Blueprint for Change*" operational lines the CNO's design to facilitate training through three NLEC "Centers of Excellence." The CPOLDC course is primarily taught in Newport, RI, San Diego, CA and Dam Neck VA. In addition to leadership and character emphases, CPOLDC topics include self-awareness, professionalism, ethics, ethical decision making, trust and care of personnel. CPOLDC institutionalizes character based leadership training across 17 Naval communities thereby supporting the CNO's *NLDF v. 2.0*.

The purpose of the CPOLDC course is to enhance the leadership skills of senior enlisted as they prepare and transition to the pivotal career development milestones as Chief Petty Officer by providing leadership development in ethics, communications, managing systems and processes, subordinate development, quality tools and philosophy, and decision making at the CPO level.

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FORWARD

This course is designed to prepare senior petty officers for their role as a Chief Petty Officer, regardless of their warfare specialization. The learners are from all warfare Communities: Surface Warfare, Submarine, Aviation, Special Warfare/EOD, Restricted Line, Staff Corps, etc. The course is designed to be an interactive facilitated learning and development process.

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COURSE DATA

Course Title:

Chief Petty Officer Leader Development Course

Course Identification Number (CIN):

CIN: NA

Training Type: D2 (Formal Classroom)

Course Data Processing Code (CDP) by Site:

1. Naval Leadership and Ethics Center
Newport, RI

Naval Leadership and Ethics Center
Dam Neck, VA

Naval Leadership and Ethics Center
San Diego, CA

Course Status:

Initial

Course Mission Statement:

The *NLDF v. 3.0* outlines the importance of developing character at all career levels with formal schoolhouses as one method. The Chief Petty Officer Leader Development Course (CPOLDC) is the classroom course is designed for Senior Petty Officer, newly Selected Chief Petty Officer. It focuses on communication skills, self-awareness, ethical standards, teamwork, and command climate to increase overall Major Command effectiveness.

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COURSE DATA (CONT.)

Occupational Classification/Prerequisites: N/A

Course Overview:

UNIT 1.(Day 1) Engaged Leader - Developing Navy Principles in Yourself. What it means to be developing as an engaged leader by developing Navy principles in yourself. Focus on these days include Roles, Responsibility and Accountability

UNIT 2. (Day 2) Know Thyself - Know Self. What it means to be developing as an engaged leader by developing personal self-awareness, self reflection and critical thinking.

UNIT 3. (Day 3) Manage Thyself - Developing Navy Principles and Ethical framework within oneself in Sailors. What it means to be developing a shared commitment by developing Navy principles in Sailors.

UNIT 4. (Day 4) Leading Others - Developing Principles of Community Within the Organization. What it means to be developing a shared commitment by developing the principles of an authentic learning community within the organization.

UNIT 5. Winning Teams (Day 5) - Developing Team Members' Preparedness. Explain what it means to be developing winning teams by caring for and developing team members' preparedness for combat.

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COURSE DATA (CONT.)

Course contents include:

Lesson Title
Day 1: Course Introduction
Day 1: Roles, Responsibilities, and Accountability
Day 1: Good order and Discipline
Day 1: Profession of Arms
Day 1: Commanders Intent
Day 1: Impromptu Speaking
Day 1: Reflections
Day 1: CPO Mess Dynamics I
Day 1: CPO Mess Dynamics II
Day 1: Ranking board exercise
Day 1: UCMJ Recommendations
Day 1: Daily conclusion, Daily wrap up, journals
Day 2: Reflections
Day 2: Self Awareness Primer
Day 2: Big 5 self assessment
Day 2: Marston self awareness
Day 2: Bias in Decision making
Day 2: Daily conclusion, daily wrap up, journals
Day 2: Behavioral Ethics
Day 2: Fraud Triangle
Day 2: Moral Courage
Day 2: Initiative
Day 2: Daily conclusion, Daily wrap up, journals
Day 3: Reflections
Day 3: Ethics Foundation
Day 3: Ethical Decision making
Day 3: Ethical Gray Areas
Day 3: Ethical Culture
Day 3: Ethical Fading
Day 3: Ethical Case Studies
Day 3: 4 corners exercise
Day 3: Operational brief
Day 3: Time management
Day 3: Emotional Survival
Day 3: Navigating Stress and Building toughness
Day 3: OPNAV N17
Day 3: Self-Care plan development
Day 3: Daily conclusion, daily wrap up and journals
Day 4: Reflections

Day 4: Operational Leader Development
Day 4: Developing your junior officer
Day 4: Leading a division
Day 4: Communications and feedback
Day 4: Radical Candor
Day 4: Active communications – listening
Day 4: Communicating across generations
Day 4: Feed Forward
Day 4: Counseling, mentoring, coaching and teaching
Day 4: Conflict resolution
Day 4: Daily conclusion, daily wrap up and journals
Day 4: Reflections
Day 5: Power bases
Day 5: Influence tactics
Day 5: Leadership styles
Day 5: Building and maintaining relationships
Day 5: Organizational Decision making
Day 5: Group dynamics, team development
Day 5: Daily conclusion, daily wrap up and journals
Day 5: Climate of Inclusion
Day 5: Organizational Communications
Day 5: Group problem solving
Day 5: Facilitating groups
Day 5: Command Master Chief Q&A
Day 5: Course completion/ wrap up

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COURSE DATA (CONT.)

Course Length Required: 5 calendar days

Training Site(s):

* Naval Leadership and Ethics Center
440 Meyerkord Ave
Newport, RI 02841

(* = Course Curriculum Model Manager)

Number of Convenings by Site:
(Varies by demand)

Planned
12

Class Capacity by Site:
24 24

Planned Average On-Board by Site:
24 24

Instructor/Support Manning:

The estimated plan for Instructor/Support manning is based on the same ratios for all sites. Periods and ratios can be found in the Course Master Schedule.

Work Center: NA

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TRAINEE DATA

Personnel Physical Requirements:
N/A

Security Clearance:
N/A - All Material is UNCLASS

Obligated Service:
N/A

NOBC/NEC Earned:

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OUTLINE OF INSTRUCTION SUMMARY, CONT.

Periods	Percent
Class 60	100.0
Lab 0.0	0.0
PA0.0 0.0	
Total 60	100.0

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ANNEX A

RESOURCE REQUIREMENT LIST (CONT.)

1. Videos

<u>No.</u>	<u>Number</u>	<u>Title</u>	<u>QTY REQ'D</u>	<u>Supplier</u>
1		Located within the Curriculum		NLEC

2. Slides

<u>No.</u>	<u>Number</u>	<u>Title</u>	<u>QTY REQ'D</u>	<u>Supplier</u>
1		All Slides are located within the curriculum	0	NLEC

3. Trainee Materials

<u>No.</u>	<u>Number</u>	<u>Title</u>	<u>QTY REQ'D</u>	<u>Supplier</u>
		Located within the Curriculum		NLEC

4. Instructor Materials

<u>No.</u>	<u>Number</u>	<u>Title</u>	<u>QTY REQ'D</u>	<u>Supplier</u>
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All instructor
material needed to
teach the course is
located in the
instructor material
folder / lesson plans

NLEC

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ANNEX B

COURSE MASTER SCHEDULE SUMMARY SHEET

DATE: February 2, 2021

Activity: Chief Petty Officer Leader Development Course.

A. LOCATION:

1. Naval Leadership and Ethics Center
Newport, RI

B. COURSE DATA:

Course: CPOLDC CIN:
Periods Per Week: Varies Period Length: Varies

C. MASTER SCHEDULE SUMMARY:

<u>Standard Periods</u>		<u>Bottleneck Periods</u>	
<u>T:I Ratio</u>	<u>Periods</u>	<u>T:I Ratio</u>	<u>Periods</u>
2:17	60	0	0.0

Total periods: 60 (60 Standard Periods + 0 Bottleneck Periods)

Ratio justification for ratios less than planned class size:

Two instructors per class provide optimum classroom facilitation while tackling topics on leadership challenges, communications, ethics, and legal.

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ANNEX B - COURSE MASTER SCHEDULE

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